



ST. THOMAS' SCHOOL

Block C-1, Shastripuram, Agra – 282 007

E-mail: contact@stthomasschoolagra.in Website: www.stthomasschoolagra.in

STANDARD OPERATING PROCEDURES FOR THE REOPENING AND FUNCTIONING OF SCHOOL

From 23rd August /1st Sept 2021

As per UP GO, No.1209/68-5-2021 dated 18th August 2021, & No.

महानिीस्कूशि/2573/21-22 dated 18th August 2021

1. Preparing to arrival at school

A. Essential information and Undertaking and Declaration by the Parent

- The students of classes 6 & 7, will report to school from Monday 23rd August 2021 and students 1 to 5 will report to school from Wednesday 1st September 2021.
- We shall follow the existing online timetable with 6 periods for the offline classes.
- Timing will be 8.00 am to 12.10pm (initially)

Note; If all the students/ majority of students are joining the offline classes then we shall follow the below mentioned manner.

- Roll Nos 1 to 25: on Monday, Wednesday and Friday (Day-1)
- Roll Nos 26 and Following: on Tuesday, Thursday and Saturday. (Day-2)
- Time table of Day-1 will be repeated on Day-2.
- If only a limited number of students join the offline classes, then we shall conduct the online classes as possible.

d. Students with a chronic medical condition are advised not to return to school till the situation stabilizes.

d) A 'Consent/Declaration Form' must be signed and submitted to School Authorities by parents. (A sample format is given at the end of this document)

e) If any student has been exposed to Covid-19 patient then the parent must produce the medical documents stating that they have received proper treatment and have followed the quarantine procedure as per the MOHFW guidelines.

B. Responsibility of the students

a) Students using their own conveyance need to refrain from stopping during travel. Personal or family conveyance is highly recommended. Avoid crowded vehicles. (The school will not be providing any kind of transportation)

b) List of personal items to be carried by the students to school & wear the mask etc..

- * Face Mask/Face Shield
- * Hand Gloves
- * Hand Sanitizer
- * Hand Wash
- * Handkerchief
- * Water Bottle

2. SOPs on Arrival in School

A. Medical Documentation and Check

- a) All students will go through a temperature check every day, on arrival as well as departure, which will be documented in a register to be maintained by the Infirmary. Kindly use Gate no. 2 for entry.
- b) If the student is carrying any medicines, he/she must make a declaration of it to the medical team and have a prescription for the same.
- c) Students will be allowed inside the campus in strict adherence to the social distancing norms and will be under supervision of the staff at all times. There will be no sharing of anything or close interactions or group discussions.
- d) All the students should attend classes in prescribed school uniform

3. Mental Health and Wellbeing of Students

The school understands that the students have been confined to homes and have been deprived the opportunity of face to face association with peers and friends for a prolonged period. However, we also recognize the need to keep our guard up and constantly talk, guide and counsel students about maintaining social distancing without feeling isolated.

The School faculty/counselor will conduct activities and talks for social bubbles to de-stress the students (if need be).

4. SOPs in the Academic Block

- a) Temperature checkup for all students will be compulsory. Anyone with high temperature will not be allowed to attend classes and will be advised for infirmary visit and the parents will be informed to pick up the child back from the school.
 - b) If anyone is having fever, cold and cough, he/she should report this to infirmary and follow instructions as given by health staff of the school.
 - c) Students must out on mask, gloves and keep a bottle of sanitizer always with them.
 - d) Students must be seated at a distance of one meter from each other in the classroom.
 - e) There will be fixed seating plan for each student in the classrooms which must be strictly followed.
 - f) If the teacher is already in the classroom and the students should enter following the protocol and enter one by one not in a group.
 - g) All students must possess their own books and stationery and no borrowing or lending is permitted.
 - h) Students must not go outside class in a group in any scenario. There will not be any common assembly & PT/Games period.
 - i) During break (when applicable) students can have their lunch in the classroom under supervision.
 - j) Social distancing must be maintained all the time.
 - k) If not feeling well- students must inform the class teacher and report to the medical room/infirmary.
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5. COVID Committee and Emergency Response Team

The principal, Academic Coordinators and School Doctor/ Nurse constitute the covid-19 Committee.

To; a) Address and monitor all emergencies.

b) Address queries and concerns of students, parents and other stakeholders.

c) Inform Government authorities in case of an outbreak.

5. Safety training and educating the school community on COVID-19

a) The school staff is well trained about the safety and precautionary measures related to COVID-19

e.g.-

* Good personal hygiene practices

* Health checks and screening procedures

* Using the thermal scanner correctly

* Cleaning and disinfection procedures

* Distancing measures for respective daily routines and rooms.

b) Appropriate Signage and Does and Don'ts posters are placed at common areas and in the classrooms.

c) If an individual (staff member) tests positive, the school Authorities will inform the Govt. Authorities immediately.

d) All other directives issued by the Govt. Authorities will be strictly adhered to.

FOLLOW ALL COVID APPROPRIATE BEHAVIOUR and STAY SAFE,

School Management

PARENT CONSENT/DECLARATION FORM

To
The Principal,
St. Thomas School
Shastripuram, Agra

As per the Uttar Pradesh Government Order No. 1209/68-5-2021 dated 18th August 2021 and information from school, I am sending my ward
..... of class..... section..... with my consent to school for physical offline classes from 23rd August 2021/ 1st Sept 2021. I will ensure all safety measures at home and send him/her only if s/he is healthy and fit and indemnify that school will not be held responsible for any consequence later in the current scenario of Covid-19 as I have seen the above given SOPs and COVID Protocols the school is following, for the safety and security of the students.

Name of ward: _____ Class, Sec. & Roll No.: _____

Father's Name: _____ Contact No.: _____

Mother's Name: _____ Contact No. _____

Address : _____ Mode of Transport: _____

If any suggestion kindly mention here.....
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Name of the Parent..... Signature.....

Date: -.....

